



WBSEDCL

West Bengal State Electricity Distribution Company Limited
(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091

CIN: U40109WB2007SGC113473, website: www.wbsedcl.in

Circular No:

10/2025

Dated:

13-10-2025

Sub: Submission of declaration by the pensioners/ family pensioners regarding life / non employment /non marriage/ non-remarriage certificate

All pensioners/family pensioners of the company are required to submit life / non employment / non marriage/ non- remarriage certificate in the month of November in each year. In terms of Circular no.08/2014 dated 19/07/2014 & 12/2023 dated 02.11.2023 of Director (HR) WBSEDCL, the present forms of submission of life certificate by the pensioners/family pensioners are :-

(A) Submission of physical/hard copy of life certificate verified by the authorized signatories & this is to be submitted before the Pension Disbursing Authority either directly or through different designated offices of WBSEDCL or through Post

1. **Period during which Life Certificate to be submitted :** November 2025
2. **Places where the physical/hard copy Life Certificate can be submitted :**
 - (i) Life Certificate Counter / Drop Box in 6th Floor Bidyut Bhavan
 - (ii) Zonal Manager's Office at Kolkata, Burdwan, Midnapore, Berhampore ,Malda and Siliguri
 - (iii) All Regional Managers' Offices of WBSEDCL
 - (iv) All Divisional Managers' Offices of WBSEDCL
 - (v) Hydel Head Quarter
 - (vi) PPSP Site office
3. **Certificate / Declaration submission timings :** 11.00 a.m. to 3.30 p.m. (all working days)
4. Pensioners/ Family pensioners, if are in employment at the time of submission of Life Certificate should specify the name of the organization along with the other details as mentioned in the non-employment format of the Life Certificate.
5. In case of unmarried/divorcee/widow daughters having age beyond 25 years should submit the marital status certificate and income certificate as per prescribed format issued by the appropriate authority as mentioned in Office Order No 15/2024 dated 05.02.2024, along with the Life Certificate before the Pension sanctioning authority on yearly basis.
6. Certificate/ Declaration can also be sent through post addressed to the Sr. Manager (F&A) Corporate Pension Cell, 6th floor, Block-A, Vidyut Bhavan, Block-DJ, Sector-II, Kolkata-700091 within the above mentioned dates.
7. Incomplete Life Certificate form will be rejected.

(B) Submission of Digital Life Certificate (DLC) on Jeevan Pramaan(JP) Portal/ APP

1. The Pensioners can either Generate DLC themselves or Let Others who is registered as operator in JP Portal or App do it for them. The Pensioner can register himself and get a Digital Life Certificate in JP Portal.

2. The facility for submission of Digital Life Certificate is not available for those pensioners/Family pensioners who are re-employed after retirement, employed Family pensioners and Unmarried/Divorcee/Widow daughters in receipt of family pension. They shall continue to submit Life Certificate and re-employment / employment declaration/declaration of non-marriage as per physical mode.

3. Submission of Life Certificate and Non-Remarriage/ Non-Employment declaration through Digital mode as stated above shall have the same legal implication as of physical mode. Any false declaration in this regard shall be treated as misconduct and misrepresentation of fact for taking legal action as per rule.

4. The detailed user guidelines for submission of Digital Life Certificate through Jeevan Pramaan App is also available at www.wbsedcl.in -----> Retired Employees Corner -----> Office Order

Any other mode of submission of Life Certificate will not be accepted.

All Concerned are advised to follow the instruction scrupulously.


(A.K. Latua)
Director (HR)

Distribution:

1. Director (R&T)/ Director (HR) /Director (Dist)/Director (Fin)/ Director (Projects)/Director (Generation),WBSEDCL
2. Adviser(S&V),WBSEDCL
3. Adviser(S&V), WBSEDCL
4. Executive Director: (Distribution)/ (Projects)/(Commercial),WBSEDCL.
5. Officer on Special Duty, WBSEDCL.
6. Chief Engineer: Dist.North/ Dist.South. WBSEDCL
7. Chief Engineer:P&E/Projects-I/Project-II/Project-III/Project-IV/Commercial/Hydel/
EMD/PTP/SafetyRegulation/CRM/P&C/DTD/PIDD/PPSP/PSPD/Turga/R&EM/SPGD/S&LP/Hydel./Communicatio/
Corp.Monitoring, WBSEDCL
8. Chief Engineer (IT),WBSEDCL- **with request for uploading this Circular in the Website of the Company**
9. Chief Engineer & Project Manager, PPSP HQ, WBSEDCL
10. General Manager:(HR&A): Corp./T&D and PM/Planning, WBSEDCL.
11. General Manager(F&A): Corp.Planning/IA/Operation, WBSEDCL.
12. Company Secretary, WBSEDCL.
13. Chief Vigilance Officer, WBSEDCL.
14. Chief Medical Officer, WBSEDCL.
15. Chief Security Officer, WBSEDCL.
16. Chief Land Officer, Land Acquisition Cell, WBSEDCL.
17. Advisor, Liaison Office, New Delhi, WBSEDCL.
18. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL.
19. Addl. Chief Engineer, S&LP/DSM Cell, WBSEDCL
20. Addl. Genl. Manager (HR&A):SSC/CLM/Corp./ES&ER-1/Dist./Legal/Vigilance/ES&ER-II/PTP/PSPD/Common
Service Cell/HCM Core Team/HRDD/Project-II/Land Acquisition/Board Cell,WBSEDCL.
21. Addl. Genl. Manager (F&A): Corp.-Finance/B&A/MIS-ESTB/Indirect Tax Cell/ Terminal Claims Hydel/Dist./Project-
IV/ P&C/ Internal Audit/Project-II/ IT, WBSEDCL
22. Sr. Manager (F&A)/(HR&A), Indirect Taxes/ Budget/ Estb. Corp/ CMC/ EMD, WBSEDCL
23. Project Manager, PPSP Site/RHP/TCFHP/TPSP/JHP, WBSEDCL
24. **Zonal Manager:** Kolkata/Burdwan/Midnapur/ Berhampur/ Malda/Siliguri Zone, WBSEDCL.
25. **Project Manager:** Siliguri/ Raiganj/ Berhampore/Barasat/ Burdwan/ Jalpaiguri/ Coochbehar/ Malda/ Balurghat/
Murshidabad/ Nadia/ West Midnapur/ East Midnapur/ Bankura Baruipur/ Howrah- Hooghly/Suri/RE
Project,WBSEDCL.
26. **Regional Manager :** North 24-Parganas/ South 24-Parganas/ Bidhannagar /Howrah /Hooghly/ Purba Bardhaman/
PaschimBardhaman/ Birbhum/ Purba Medinipur/ Paschim Medinipur/ Jhargram/Bankura/ Purulia/ Nadia/
Murshidabad/ Malda/ Uttar Dinajpur/ Dakshin Dinajpur/ Jalpaiguri/ Darjeeling/Kalimpong/ Alipurduar/ Coochbehar
Region, WBSEDCL.
27. **Divisional Manager:** Behala/ Baruipur/Garia/ Diamond Harbour/ Canning/ Bidhannagar-I/Bidhannagar-II/ Howrah-I/
Howrah-II/Uluberia/Barrackpore/ Naihati/ Barasat/ Basirhat/ Habra/ Bongoan/ Serampore/ Singur-Haripal/
Tarakeswar Arambag/ Chandannagar/ Mogra/ Kalna/ Katwa/ Memari/ Burdwan North/ Burdwan South/ Durgapur/
Asansol/ Suri/ Rampurhat/ Bolpur/ Tamluk/ Contai/ Haldia/ Ghatal/ Midnapur/ Kharagpur/Bankura/ Bishnupur/
Purulia/ Raghunathpur/ Kalyani/ Krishnagar/ Tehatta/ Berhampur/ Kandi/ Raghunathganj/
Malda/Gajol/Chanchol/Jalpaiguri/ Domkal/ Jiaganj/ Alipurduar/ Coochbehar/ Darjeeling/ Siliguri Town/ Siliguri
Suburbon/ Kurseong/ Islampur/ Kalimpong/ Mal/ Mathabhanga/ Belda/ Egra/ Jhargram/ Khatra/ Nakashipara/
Kakdwip/ Bhangar/ New Town/ Balurghat/ Buniadpur/Islampur/Raiganj/Ranaghat Division, WBSEDCL. **They are
requested to circulated the same to the Station Manager under their respective jurisdiction .**
28. Sr. P.S. to Chairman and Managing Director/Director (R&T)/ Director (HR) /Director (Dist)/Director (Fin)/ Director
(Projects)/Director (Generation)/ ED(Distribution)/(Commercial)/(Projects), WBSEDCL.